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## Managing People: A Toolkit for Effective Leadership

Management is the art of getting things done through others, the process of integrating people and activities. Leading in a rapidly changing environment requires a combination of big picture visioning capability and specific hands-on strategies for achieving results. This seminar will help you understand the unique challenges and opportunities of working with today's workforce, and provide you with the skills to position your department team for success. The Management Toolkit provides an opportunity for individualized feedback, consultation and application to your situation.

Special Feature: Through a Leadership Style Inventory, you will identify your predominant approach to communicating and managing; how to flex your style; and how to position your leadership for impact.

**This course is presented for managers and supervisors as well as those who have lead worker responsibilities.**

In this program we will cover:

- ☐ What motivates today's workforce
- ☐ How to gain optimal results by matching management strategies and techniques with the needs of your team members
- ☐ Strategies to capitalize on strengths (both yours and your team members)
- ☐ How to address development needs
- ☐ How to establish a system of accountability that works
- ☐ How to build collaboration between teams and individuals
- ☐ How to take a leadership role in resolving workplace problems

**Seating is limited.** Enrollments must go through the Training Information Coordinator.

<b>Dates:</b>	2 Fridays; November 3 & 10, 2006 (participants must attend both days)
<b>Time:</b>	8:30 am – 4:30 pm
<b>Location:</b>	Robert A. Anderson Lake Tower; 4001 S. 6th Street, 3rd Floor Training Room; south of Howard Avenue ( <i>parking is available along 6<sup>th</sup> Street</i> )
<b>Cost:</b>	\$190 per person ( <b>participants must attend BOTH days</b> )
<b>No. of openings:</b>	15
<b>Presenter:</b>	Mary B. Wacker is President of Milwaukee-based M.B. Wacker Associates, specializing in professional life coaching, team building, leadership development and customer services systems. As a training and organizational development consultant, Mary has over 20 years' experience in business performance systems and organizational change. Mary has served as adjunct faculty for Marquette University and the University of Wisconsin-Milwaukee MBA program.